



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy

February 2024



Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. (*St Therese of Lisieux*)

In living out our mission we are guided by our **Catholic Virtues**. They form a common vocabulary with which we can articulate our faith in action.

Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing.

Our trust will be a place to encounter the **love** of Christ. A place that puts safeguarding, and the safety of all, at the heart of everything we do. We will **respect** the unique dignity, value and worth of each individual and empower those who lead, to lead with **humility**, and with behaviours rooted in our virtues. Our trust will be a place where we help everyone to be happy and healthy and a place where we bring healing to those in need.

Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents

Our trust will be a place for discipleship. A place of 'Outstanding Catholic Education' for all. Through an enriched curriculum, and the very best teaching, we will remove barriers to learning, and stand in **solidarity** the most vulnerable. Our trust will be a place where we celebrate achievement and where we are **attentive** to the different skills and talents in our community. A place that provides opportunities for all to grow, realise their vocation and achieve the very best outcomes.

Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. (*St Thérèse of Lisieux*)

Our trust will be a place where we form Missionary Disciples. A place where we engage in **charitable** works to support and give **hope** to those in our school, parish, and global communities. Our trust will be a place where we have a positive impact on the environment and where we instil in all, the **courage** to be an agent of change. Our trust will be a place where we celebrate 'little acts of kindness' A place where everyone feels valued, cared for and loved. We will be outward facing and work to **discern** partnerships which benefit all.

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1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution under section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Aims

The Trinity Catholic School aims to:

- Ensure that staff, children and families understand the importance of regular attendance
- Ensure that staff, children and families understand that excellent attendance plays a key role in safeguarding children, their wellbeing and their academic achievement
- Ensure that our school policies and practices promote excellent attendance
- Support our children and families where attendance is a concern
- Communicate effectively at all levels in order to improve attendance

The Trinity Catholic school believes that:

- Excellent attendance has a direct impact on good progress and achievement. Both national statistics and our own internal school data supports this. The importance of attendance is highlighted in our in our last set of externally verified exams (2022) as there was demonstrable correlation between attendance and progress 8 (= +0.46)
- Attendance is important for children to be able to develop socially and emotionally
- Children who don't have good attendance (we define good attendance at 97%) will find it more difficult than their peers to progress through the school curriculum due to missing out on key knowledge and enriching school experiences, e.g. trips, special events and extra-curricular clubs
- There is a strong link between poor attendance, social exclusion and underachievement. Educational studies have found that children who do not have excellent attendance are more likely to find employment and progress to the next stage of their education

4. Roles and responsibilities

The CMAT board

Ensures that the attendance policy is updated annually and monitored through reports to the board.

The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

Our link governor for attendance is Sabrina Martin. Her responsibility is to work closely with the Headteacher and SLT to ensure that the monitoring of pupil attendance is effective at all levels across the school as well as holding the school to account over our attendance figures in comparison to national figures.

The Headteacher/member of SLT

The headteacher/member of SLT is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Setting high expectations across the school promoting excellent attendance
- Setting out clear roles and responsibilities among staff for the monitoring of attendance
- Where appropriate, working with outside agencies for guidance on attendance issues
- Supporting the Attendance Office, Assistant Progress Coordinators and Office Staff with undertaking their duties with regard to attendance

Attendance Liaison Officer

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Undertakes home visits to discuss attendance and complete welfare checks.
- Reports concerns about attendance to Assistant Progress Co-ordinators, Progress Co-ordinators and Senior Leadership.
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Assistant Progress Coordinators

Our assistant Progress Coordinators oversee the monitoring of attendance for their year group. Within their role they:

- Build effective working relationships with parents/carers in order to ensure good channels of communication
- Monitoring attendance (Arbor) and update attendance spreadsheet weekly.
- Contact students/ parents for reasons for absences and update Arbor.
- Meet with groups of students throughout the year to discuss barriers, importance of attendance and progress.
- Have oversight of rewards/incentives for good/ improved attendance.
- Communicate with parent via phone calls home/ letters regarding attendance.
- Send 1st letters regarding poor attendance.
- Meet with our School Attendance Officer twice per term.
- Meet with individual students to discuss attendance.
- Acknowledge improved attendance.
- Record all communication with students/ parents in Arbor.
- Punctuality oversight on escalation and follow up.
- Contribute to fortnightly assemblies regarding attendance.
- Ensure all registers for their year group have been completed on Arbor

Office Staff

We have at least one member of our office staff who is assigned to each academic year group in our school. With regard to attendance they:

- Ensure good channels of good communication between themselves, parents and colleagues around attendance issues
- Take calls from parents about absence and record this on Arbor
- Where appropriate, remind parents of their duties to the school with regard to attendance (see below)
- Raise parental queries to colleagues on the parent/students' behalf
- If any students are reported missing from their lessons then they should investigate this with the help of the member of the SLT who is on call

Form tutors

Form tutors are responsible for recording attendance on a daily basis on Arbor, using the correct codes, and submitting this information to the school office.

Teachers

Teachers are responsible for recording attendance for every lesson on Arbor. If they feel a

student who has been recorded to be in school is missing from their lesson, then the teacher should report this to the office.

5. Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register. All lesson and session registers are completed on Arbor. These are updated throughout the day for students who leave school site or arrive on school site after the school day has begun.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix B for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by **8.45am** on each school day.

The register for the first session will be taken at **8.50am** and will be kept open until **9.00am**. Shortly after 9.00am, a first day call or text is made by 9.30am if no reason for absence is received from parents/carers. This forms part of our safeguarding and child protection procedures. This is repeated every day if the child is still absent and if we have not been able to make contact.

The register for the second session will be taken at **1.25pm** and will be kept open until **1.40pm**.

6. Implementation

This policy received the full agreement of the executive board: February 2023

7. Aims

Our Lady of Lourdes CMAT recognises that;

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

8. Expectations:

We expect the following from parents/carers;

- To ensure their children attend school regularly and punctually every day the school is open except when a statutory reason applies
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To ensure their child arrives to school on time
- Where possible, avoid booking any medical appointments during the school day
- Inform the school office by phone if their child is absent through illness or genuine reason
- Only request leave of absence in exceptional circumstances and do so in advance
- To contact their children's school whenever any problem occurs that may affect performance
- Work with the school and the local authority to help us to understand any barriers to their child's attendance
- Proactively engage with any formal support offered from the school or local authority in order to help improve their child's attendance
- That they will inform a member of staff of any problem or reason that may prevent them from attending

We expect the following from all our pupils;

- That they attend school every day that the school is open.
- That they will be on time and be appropriately equipped for the day.

Parents and students can expect the following from Our Lady of Lourdes Trust;

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us
- Rewarding good attendance
- A quality education
- Education welfare officer working across the academy trust to provide support, advice and guidance to students, parents and carers for all aspects of school attendance

9. Encouraging Good Attendance in School:

Attendance is encouraged in the following ways;

- Accurate completion of registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- Our school provides an Attendance Liaison Officer who works with in our school to identify and provide support, advice and guidance to pupils and their families who have attendance issues
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the education welfare officer if necessary
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy
- Sending parents termly absence figures as appropriate including positive letters of encouragement
- An 'improved attendance' award for any students showing a significant improvement in attendance, as appropriate
- Celebrating outstanding attendance during achievement assemblies every half term in school, as appropriate.

10. Punctuality

The importance of arriving at school on time;

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how students form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides

evidence that pupils have arrived in school and are safe.

- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

Schools are expected to have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019). Our Lady of Lourdes recommends that the register closes 30 minutes after it is opened.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.]

11. Monitoring

- All parents receive half-termly updates on their child's attendance
- All parents have the opportunity to download the Arbor app in order to view their child's attendance at their convenience
- Absence reports are reviewed regularly by our Assistant Progress Coordinators
- Students who achieve 100% attendance in a term will receive an end of term award
- If a child's attendance falls below 95% they are monitored as a concern and we may speak to parents/carers regarding our concerns. Parents/carers will receive a letter explaining that we are monitoring their child's attendance and they will be informed about the number of learning hours their child is missing as a result of their child's poor attendance
- If a child's attendance does not improve we will contact the parent/carer regarding our concerns. Parents/carers will receive a second letter explaining that their child is at risk of becoming a persistent absentee (i.e. Attendance below 90%). A member of our attendance team will then investigate which may involve a home visit
- If there is no improvement following previous actions and attendance falls below 90% we will make a referral to the Education Welfare Service. Parents/carers will be notified about this by a third letter.
- If attendance falls below 90%, Parents/carers may be required to attend an attendance panel meeting involving the school and the Education Welfare Service.
- Patterns of non-attendance will be monitored by Assistant Progress Coordinators and Parents/Carers will be contacted to discuss concerns.

12. Reasons for Authorised Absence

- Illness

- Medical appointments
- Children with Significant Medical Conditions (see below)
- Any other reason can only be authorized by the Headteacher or SLT individual circumstances where it is deemed to be a significant and acceptable reason for absence

Any other absences may be recorded as unauthorized which could lead to investigation. Holidays and leave of absences during term time will be marked as unauthorized and may lead to a fixed penalty fine.

Children with significant medical conditions

DFE statutory guidance on supporting students at school with medical conditions specifically states that children should not be penalized for their attendance record if their absences are related to their medical condition. We will not send attendance letters or take further action against any child or their parents where absences are related to a significant medical condition. We will work with parents/carers to agree an individual support plan for attendance to be improved. This may not be the right approach in all cases and will be agreed with parents/carers on a case by case basis.

13. Persistent Absentees

14. Leave of Absence and Responding to Non-Attendance.

Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Only persons with Parental/Carer Responsibility can report absences. Parents/Carers can report via their school's Gateway app/School

Coms/texting or via email. CMAT Schools will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

Home visits where pupils don't attend school: When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by text message and phone calls. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

Medical Appointments: Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

Medical sick notes: where students have had on-going regular absence, medical evidence would need to be provided.

Our Lady of Lourdes CMAT has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 97% close monitoring will be put in place.

We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person – through home visits or parent meetings.

Attendance meetings

Parents/Carers of students with poor attendance may be invited to attend an attendance meeting. This may include a variety of professionals involved with student welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes.

Nottingham City Council – should a student accrue 10% unauthorised absence over a 10-week period, a request for service, for a Penalty Notice or enforcement action may be made to Nottingham City Council Education Welfare Service.

15. Leave of Absence during Term Time

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made **12 school days** in advance by completing a leave of absence request form. The application form is available from individual schools within the academy trust by request. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils on holiday during term time Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

Trinity Catholic School may agree a 'leave of absence' in the following exceptional circumstances:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Trinity Catholic School will not agree a 'leave of absence in circumstances such as:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action.

- Schools within Nottingham City Council, a Penalty notice will be requested if an unauthorised holiday is taken of 5 continuous days (10 sessions).

Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter may be enforced at the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.

Nottingham City Council will not issue Penalty Notices on more than three occasions for an individual child, in an academic year.

16. Truancy

Pupils who are discovered to have truanted will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents will be contacted and kept informed of events. As a punishment, the truant will be expected to make up the number of hours they have missed in school detentions. All incidents of truancy will be recorded as unauthorised.

As a follow-up the student will receive an appropriate sanction.

17. Off-Site Provision

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail/post weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from academy.

18. Children Missing in Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with **'Children Missing Education: Statutory Guidance for Local Authorities'**⁵
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Off-rolling:

- *We Do not take a pupil off roll until we have confirmation from their destination school.*
- *If the pupil is starting a school in a different country, we ensure that we have written permission, e.g. email from the LA to take them off role.*

⁵ <https://www.gov.uk/government/publications/children-missing-education>

19. Agency Liaison

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our students

- Faith in Families
- Targeted Support; Family Services.
- Educational Psychologists.
- School health
- Social care
- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

20. Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

21. Stepped Approach

All letters regarding notice of penalty and actual penalty notices need to be sent to both parents and or **additional adults in the household as there could be a potential fine for both parents or additional adult.**

Included in the Appendices are letters which we support schools to communicate attendance concerns with parents. **Within ScholarPack/Arbor these can be set up and automatically set up for pupils within you MIS, please contact support to detail how this can be completed.**

We record any concerns, patterns, or trends on CPOMs.		
Optional letter at the beginning of term. School may wish to send their own versions.		Optional information for school newsletter or leaflet sent at the beginning of term (Appendix C) Nursery to Reception letter (Appendix D)
	Children have 100% attendance	Half termly and yearly certificates. Children who have 100% attendance will be rewarded.
	Children have attendance above 95%	Children contribute to the weekly attendance award for their class – which leads to special events and rewards.
Attendance falls below 95% due to illness or unauthorised absence		
Step 1	Letter 1 to inform of a low level of attendance.	95% is a start for concern. This letter is to inform and advise. It starts the beginning of a 4 week monitoring period. (Appendix E)
Step 2	After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences – Letter 2 is sent.	Letter 2 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level. If attendance has dropped below 90% your child is now classed as a persistent absentee. It also states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan. This is the beginning of a second monitoring period of 2 weeks. (Appendix F)
Step 3	First attendance meeting.	If attendance remains below 95%, a meeting is called with the Attendance team. At this meeting, targets are set and an attendance action plan is formed with the family. If the family do not attend, the plan will be made by school and sent home.
Case will be referred to Education Welfare as a record of poor attendance *delete or amend to your school's LA and circumstances as necessary.		
Step 4	Letter to state that sickness must be evidenced.	If a child has attendance below 90% due to an unusual amount of sickness, this letter makes it clear that they will be marked as unauthorised absences unless there is a form of medical evidence. (Appendix G) After sickness 24-48hrs at the discretion of the HT
Step 5	Second attendance meeting	If attendance is still below 90% after the attendance action plan (Appendix Q), this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.
Step 6	Penalty Notice warning letter	This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the LA for penalty notices. (Appendix H) This begins the final monitoring period.

Step 7	Penalty Notice letter	This letter states that the school has referred the attendance case to the Local Authority, and that there is to be a penalty notice issued. (Appendix I)
Unauthorised Absence Letters		
	Unauthorised absence(s)	Concerns about a pupil's unauthorised absence(s) letter. To be used for periods of absence that have not been authorised by school. (Appendix J)
	Formal issue of penalty notice	Formal penalty notice linked to unauthorised absence. (Appendix K)
Holidays		
Step 1	Agreeing a request	Agreeing a request for a holiday in term-time is up to the Headteacher's discretion (Appendix L) letter, however, there are guidelines within this policy and further advice in (Appendix Q)
Step 2	Declining a request	Declining a request for a holiday in term-time and warning parents that if they take the child out of school during these times, a penalty notice will be issued. (Appendix M)
Step 3	Holiday Absence	After an unauthorised holiday this letter informs parents that they may be issued with a penalty notice. (Appendix N)
Step 4	No notice holiday absence	If a family go on holiday, without informing the school this letter for a no notice holiday penalty can be issued. (Appendix O)
Other useful letters		
	Punctuality letters	Appendix P
	Exceptional Circumstances	Appendix R
	Nottinghamshire Penalty Notice Form	Appendix S
	Celebrate improved attendance	Appendix T

Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.

Nottingham City Council Schools:	Nottinghamshire County Council Schools:	Derbyshire County Council:
The Trinity School St Marys Hyson Green Our Lady of Perpetual Succour St Teresa’s Aspley St Augustines St Anns Blessed Robert Widmerpool Clifton, Our Lady & St Edward St Anns St Patrick’s Catholic Primary and Nursery School Wilford St Margaret Clitherow Bestwood	The Becket School West Bridgford St Edmund Campion Catholic Primary Christ the King Arnold The Good Shepherd Arnold Sacred Heart Carlton Holy Cross Hucknall All Saints Mansfield St Philip Neri Mansfield St Patricks Mansfield St Joseph’s Ollerton Holy Trinity Newark	St Joseph’s Shirebrook.
Lincolnshire	North Lincolnshire	North East Lincolnshire
St Mary’s, Boston. Our Lady of Good Counsel. St Mary’s, Grantham St Hugh’s. Our Lady of Lincoln. St Norbert’s, Spalding. St Peter and St Paul. St Augustine, Stamford.	St Augustine Webster. St Mary’s, Brigg. St Norbert’s, Crowle. St Bernadette’s St Bede’s.	St Marys, Grimsby. St Joseph’s.

Appendix B: The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix C: Optional information for school newsletter or leaflet.

Dear Parents and carers,

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on (01159296251)
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.

Below is a table of how school absence could affect your pupil's ability to access the curriculum.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95% and below	95%. Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
80% or below	80%. Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

We all look forward to working with you to ensure the best possible education for your children.

Yours Sincerely,

(Mr

Shenton)

Headteacher

Appendix D: Nursery to Reception Letter

Dear parent/carer,

Child's name and attendance figure

It has come to my attention that your child will be joining us full time in September. In reception, teachers work hard to embed positive attitudes towards school and learning. In addition to setting the expectations for children's behaviour and building a sound understanding of key concepts such as reading and numbers.

Attending school regularly is important for your child's future. You, as a parent or carer are responsible for making sure your child receives a full-time education. If your child does not attend school on a regular basis, you could get fined or prosecuted.

You can help prevent your child missing school by:

- having a routine from an early age and sticking to it
- making sure your child understands the importance of good attendance and punctuality
- making sure they understand the possible implications for themselves and you as a parent if they don't attend
- taking an interest in their education - ask about schoolwork and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their teacher or Headteacher know about anything that is causing concern
- not letting them take time off school for minor ailments or holidays during term time.

Please see your child's attendance (above) and note that this level of attendance is unacceptable in Reception. If you require any support, it is available. Please come and see us if you have any attendance concerns. Contact reception if you would like to speak with me.

Yours Sincerely,

(Name)

Headteacher

Appendix E: 95% and under attendance letter 1.

Dear Parent/Carer,

Child:

I am writing to you today to make you aware of your child’s low school attendance.

Children who do not attend school regularly often struggle to catch up with work missed or become anxious learners so it is important school attendance is taken seriously. Attached is a copy of your child’s attendance certificate for you to look at. If you would like support around school attendance or would like discuss further, please do not hesitate to contact school to arrange an appointment.

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Yours sincerely,

(Name)

Headteacher

Appendix F: 95% and under attendance letter 2.

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Second attendance monitoring period of additional 2 weeks

I'm writing to express my concern at (name's) continued high levels of absence from school.

(His/her) current attendance has continued to fall to (percentage). This continued poor attendance will likely have an impact on (His/her) academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

As I have already stated, our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support (name's) education in the best way possible, including looking into how we can help (His/her) to address gaps in learning due to absence.

Please contact the school office on (number) as soon as you can so we can arrange a meeting to discuss this.

Yours sincerely,

(Name)

Headteacher

Appendix G: 90% and under attendance letter.

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Attendance is below 90%

I have been analysing (name of school) Voluntary Catholic Academy's attendance data. It has come to my attention that your child has now hit the target percentage attendance of (insert %) and is now classed as a persistent absentee.

The law on school attendance and right to a full-time education, taken from the DFE Working together to improve school attendance May 2022.

"School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority."

- *The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*
- *Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.*
- *All schools have a continuing responsibility to proactively manage and improve attendance across their school community.*

Please look at your child's individual registration certificate (see attached) and note the number of absences. Home visits will now be undertaken for each absence (delete as required).

Our children have already missed such an incredible amount of important learning time, it is crucial that your child attends school regularly and on time.

I will now be requiring medical evidence for your child's further absences. This can include:

- Screenshots of text messages from GPs for appointments
- Photographs of prescriptions
- Appointment Card/letters

We do not require doctor's notes.

I urge you to put some importance on this matter and I am happy to discuss or meet with any family that may need that additional help to overcome those barriers to learning.

I look forward to working with you and improving your child's school attendance.

Yours sincerely,

(Name)

Headteacher

Appendix H: Penalty notice warning letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Penalty Notice Warning Letter

On the (date), we wrote to you to explain that the (name of school) Academy would not authorise any future absences, without medical evidence.

During the last (dates), your child has had (number of days) (number of sessions) of unauthorised absences, where reasons for absences from you are still outstanding or medical evidence hasn't been provided. Attendance certificate attached.

You, as a parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and on time.

Please note that in November 2017 there has been a change to local and national government legislation with regards to schools initiating Penalty Notices. The change means:

an unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) may lead to you being issued with a penalty notice fine⁷. Please note lates after the registers have closed will count towards this figure.

You are hereby informed that (child's) attendance and punctuality will be monitored until the (date), so if there are more than 3 days of unauthorised absences, within a 6 week rolling period⁸ we will request the Local Authority issue you with a Penalty Notice. Once issued, a Penalty Notice incurs a fine of £120 if paid within 28 days, or it reduces to £60 if paid within 21 days. The fine would be per parent and would be payable to the Local Authority and not (school).

Please take steps to ensure that (child) gets to school every day and on time. Please notify school as soon as possible, if (child) is going to be absent for any reason. Please provide medical evidence for any absences, as absences will not be authorised without medical evidence.

We thank you for your support in ensuring (child) is not absent from school during term time in future.

Yours sincerely,

(Name)

Headteacher

⁷ Please insert your correct LA guidance and requirements.

⁸ Please insert your correct LA guidance and requirements.

Appendix I: Penalty notice letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Penalty Notice Letter

On (date), we wrote to you to explain that the (School name) Academy would not authorise any further absences from school, without medical evidence or exceptional circumstances. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue you with a Penalty Notice because between (dates), (student name) was absent from school for (number of days) days (number of sessions), due to unauthorised absences where medical evidence hasn't been provided. Attendance certificate attached.

The Local Authority in due time will issue you with the Penalty Notice, which will have details on how to pay the fine or appeal its issue.

Please be aware that only 2 Penalty Notices can be issued within a year⁹. If there is a third instance to request further action for either an unauthorised holiday or unauthorised absence, this matter would be referred to the Magistrates Court for enforcement/prosecution and not dealt with as a Penalty Notice, in line with (Insert Local Authority) guidelines.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment
3. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.
4. Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Yours Sincerely,
Headteacher

⁹ Please amend for your Local Authority

Appendix J: Concerns about a pupil's unauthorised absence(s)

Use this letter as the first step to address unauthorized absence.

RE: Unauthorised absences from school

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names)

Penalty Notice Warning Letter for unauthorised absences from school

I'm writing to express my concern at (name's) recent unauthorised (absence/absences) from school. (Name) has been absent from school for a total of (number) unauthorised sessions ((number) days) on the following dates:

[date]

[date]

[date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Amend the line below based on your local authority's code of conduct for penalty notices: e.g. 6 days in a 10 week period.

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than (number) unauthorised absences within (time period). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school office on (number) as soon as you can so we can arrange to discuss this.

Yours sincerely,

(Name)

Headteacher

Appendix K: Formal notice about unauthorised absence

Use this letter if:

- You have previously tried to address a pupil's unauthorised absence
- The pupil's unauthorised absence has reached the threshold set by your local authority for the use of a penalty notice.

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names),

Penalty Notice Letter for unauthorised absence

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences in (Add your LAs requirements here e.g. excess if 3 days over a six week period) a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

These absences occurred on the following dates:

[date]

[date]

[date]

In line with our attendance policy, and the local authority's code of practice, we have to now request a penalty notice be issued by the local authority.

On receipt of the notice, you must pay:

- £60, if paid within 21 days
- £120, if paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

We would like to invite you in for a meeting with (appropriate member of staff), so we can discuss how we can support you to help improve (name's) attendance.

Please contact the school office on (number) urgently so we can arrange this meeting.

Yours sincerely,

(Name)

Headteacher

Appendix L: Agreeing a request for a holiday in term-time

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parent name)

Thank you for your request to take (child) out of school between (date) and (date).

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

(Name)

Headteacher

**APPLICATION DECISION ON CHILD'S LEAVE OF ABSENCE FROM
SCHOOL DURING TERM TIME
Our Lady of Lourdes CMAT**

Pupil's Name:	Year Group:	Home Address:			
You applied for your child to be absent from school during the following dates:					
First Day of Absence:		Date of Return to School:		Total days applied for:	
The reason you gave for the application for leave of absence during term time:					
The decision in response to your application:					
The leave is considered to be Authorised:			The leave is be considered to be Unauthorised:		
<p>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</p> <p>If you wish to discuss this decision further, please contact (insert contact details of either the school or the school's EWO)</p>					
<p>Signed on behalf (Insert school's name) part of the Our Lady of Lourdes CMAT,</p>					

Penalty Notices are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.

Appendix M: Declining a request for a holiday in term-time

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parent name)

Penalty Notice Warning

I note your application to take (child) out of education for (number of days) days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period)¹⁰ for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

If you do remove (child) from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely,

(Name)

Headteacher

¹⁰ Insert your LA's guidelines.

Appendix N: After an unauthorised holiday

Holiday absence

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names)

Penalty Notice Letter

I'm writing about your action in taking (name(s)) out of school for a family holiday between (date) and (date). On (Date) we wrote to you to explain that the (Insert school name) Academy would not authorise (child name) absence from school for (insert number of days) days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

We're treating this as an unauthorised holiday because (explain the evidence you have). Therefore, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that means your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments, 12 school days in advance by completing a leave of absence request form.

If in line with your local authority's code of conduct for penalty notices, add: e.g. of more than 3 days/6 sessions (over a 6 week rolling period)¹¹

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Continue with:

Absences like these could have a detrimental effect on (name(s)) education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on (phone number).

Yours sincerely,

(Name)

Headteacher

¹¹ Insert your LA's guidelines.

Appendix O: After an unauthorised no notice holiday

Holiday absence

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parents name)

Penalty Notice Warning Letter

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

As our school policy states a Leave of Absence must be made 12 school days in advance by completing a Leave of Absence Form. (Child) absence was not authorised and therefore I have requested a Penalty Notice Fine from the Local Authority.

All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that (Insert School) Academy notify the local authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close.

Penalty Notices are issued by the local authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carer. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty.

A Penalty Notice can lead to a fine of £60 per child/parent if paid within 21 days or £120 per child/parent if paid within 28 days. If leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely,

(Name)

Headteacher

Appendix P: Punctuality.

Dear Parents / Carers,

Re: Punctuality

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or your child's progress leader (if you have one in school).

Yours sincerely,

(Name)

Headteacher

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parents / Carers,

Re: Punctuality

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We will continue to focus on the importance of punctuality and regular attendance with children through class work and school assemblies. I have enclosed a copy of the current school start and end of day times for your reference, this is also displayed on the school gates and in classroom windows.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or (Other contact in school).

Yours sincerely,

(Name)

Headteacher

Appendix Q: Action Plan for supporting positive attendance.

Name(s) of pupil(s):			
Date:	Attendance:	Number of Lates:	Year Group:

Known barriers to attendance:	
Child's view (if appropriate):	
Parents view:	
School's view:	
Agreed actions:	
Date of next review: -----	If my child's attendance continues to decline without reason or medical evidence, I am aware this may be escalated for discussion with Education Welfare Service from the Local Authority.

Parent/Carer

I/we confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the school office if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed **(Parent(s)/Carer(s))** **Date**

School

Staff member.....

- I/we agree to the above attendance improvement plan
- I/we will monitor.....attendance, which will be reviewed regularly
- If I/we have any concerns, I or someone on my behalf will contact you, the parent/carers immediately
- I/we will keep you informed of the result of any attendance reviews

Signed **Date**

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Appendix R: Exceptional Circumstances

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The number of days to be agreed with the headteacher.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the DPS team prior to any authorisation being given to the parent.

What are NOT considered 'exceptional circumstances'

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.
- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child's birthday)

Appendix T: Improving attendance letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Improved attendance.

Date:	Attendance:	Date:	Improved attendance:

I am writing to celebrate your pupil's improved attendance.

As you can see from the above attendance figure your pupil's attendance has significantly improved. We are really pleased with Pupil's name he/she is showing clear progress, which is linked to his/her consistence attendance in school. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Therefore, any sustained absence will hamper educational development. We believe that being in school, is important to your child's achievement, wellbeing, and their wider development.

Please pass on our congratulations to Pupil's name and the positive impact his/her attendance has had on his/her learning.

If you require any further support or information, please do not hesitate to contact us.

Yours sincerely,

(Name)

Headteacher